

**Virginia Litter Control and Recycling Fund Advisory Board
Quarterly Meeting
Department of Environmental Quality
629 East Main Street, Richmond**

September 10, 2010

Draft Minutes

Board Members Present:

Dennis Gallagher, Chairman
Aimee Hart (Via teleconference)
George Hunnicutt
Clara Mills
George Peyton

Visitors:

Michael Baum, Keep Virginia Beautiful
Chuck Duvall
D. W. Lawhorne, City of Bedford

Department of Environmental Quality (DEQ) Staff Present:

Sheila Barnett
Ann Regn
Jan Dows, DEQ Fiscal Division

Chairman Gallagher determined a quorum was present and called the meeting to order at 10:30 a.m.

Mr. Hunnicutt moved and Ms. Mills seconded, for approval of the September 10, 2010 meeting agenda. MOTION CARRIED.

Mr. Peyton moved and Ms. Mills seconded, for approval of the minutes for the April 16, 2010 Litter Control and Recycling Fund Advisory Board meeting. MOTION CARRIED.

Fund Status Report

Fiscal Year 2010 Update:

Ann Regn reviewed two summary financial reports. The first report showed the ending balances as of June 30, 2010. This report showed the allocations for program coordination, non-competitive grants and special projects and how much funding was available to each category and how much remained to be rolled into the beginning

balance for Fiscal Year 2011. The second report showed the beginning balances available for program coordination and non-competitive grants for Fiscal Year 2011.

The total amount available to be disbursed in non-competitive grants for FY 2011 is \$1,724,856.

Ms. Regn gave an overview of the financial spreadsheet provided by DEQ's Fiscal Division that showed how the 5% for administrative expenses and the 95% of the Fund for non-competitive litter grants was calculated. The Fund Board wants to be assured that the amount allocated for the non-competitive litter grants is maximized under the Commonwealth's guidelines. Mr. Gallagher requested that Ms. Regn, a representative from DEQ's Fiscal Division and Mr. Hunnicutt work together to review the calculations and verify the maximum figure allowed is available for the non-competitive litter prevention and recycling grants.

The Board asked that DEQ work with Mr. Hunnicutt to resolve the questions and Ms. Barnett is to report back to the Fund Board with the final calculated number for the non-competitive litter and recycling grants.

Ms. Regn showed the Fund Board the spreadsheet that shows that for 2011 the ending cash balance is \$2,276,778 as of August 31.

Ms. Regn showed a quarterly revenue comparison between Fiscal Year 2009 and Fiscal Year 2010. The cumulative total for Fiscal Year 2009 was \$1,292,434 and the total for Fiscal Year 2010 was \$2,063,837. A primary reason that the figure was higher in Fiscal Year 2010 was because of a one-time tax-amnesty.

Old Business:

Special Contracts Status:

The City of Alexandria, Henry County, and Isle of Wight County submitted final reports for the special contracts that they received. Ms. Barnett gave a summary overview of each project reported on how each local government would continue their projects.

The City of Alexandria will continue to collect plastic bags. Residents can put their plastic bags in with their curbside recycling or they can bring plastic bags back to the retailer. Stacy Herring is responsible for continuing the program. The city continues to involve their legislators by inviting them to green events hosted by the city. Plastic Bag collections have been incorporated into Alexandria's recycling campaign and programs.

Isle of Wight County continues to finance the collection of plastic bags through general services tipping fees. Retailers and the program managers are committed to the Isle Be Green program. They continue to collect bags at drop off centers and retail sites. Fewer plastic bags have been noted by drive bys of fields, but the actual figure has not been quantified yet by their ongoing study. Isle of Wight is using their own bailer and sending

the bags to Trex. Mr. Peyton reported that Windsor Elementary School won the plastic bag collection competition. An additional \$400 is needed to give all of the children who participated in the plastic bag program a pizza lunch.

Henry County conducted two household hazardous waste events. Mr. Gallagher requested that Ms. Barnett draft a letter to Senator Reynolds and Delegate Armstrong to accompany the final report from Henry County.

Feedback from Litter and Recycling Program Managers Regarding Policy Changes and the Sub-Committees Recommendations:

A sub-committee was formed to make recommended changes to the guidelines, application, performance, and accounting reports. Ms. Barnett conducted four training sessions in the spring for the program managers. Some concerns were expressed by the litter and recycling program managers, so the sub-committee met to review the concerns. A summary of each concern is listed below.

Memberships:

The Fund Board adopted a recommended change that membership dues no longer be an allowable expense at the Fund Board meeting on April 16, 2010. Since this was a concern to some of the managers, the sub-committee recommended capping the amount that litter program managers can spend on memberships to \$100 as a compromise. **Ms. Hart Moved and Ms. Mills seconded a motion to accept a \$100 cap on memberships. MOTION CARRIED.**

Essential vs. Non-Essential Items:

Ms. Hart stated that some litter program managers were concerned about the removal of t-shirts as an allowable expense. The sub-committee affirmed that t-shirts should not be an allowable expense because the litter and recycling grant rules follow federal guidelines. If the local government contacts the litter grant administrator for the Commonwealth, she can make a case-by-case decision on whether or not t-shirts can be purchased with grant funds.

Public Communications:

A few of the litter program managers requested use of the litter grant fund to buy media time. The subcommittee affirmed that there are other sources of advertising that are free so the subcommittee reaffirmed that the litter and recycling grant cannot be used to buy advertising.

Assign-a-Highway and Like Programs:

Litter program managers need a consistent way to report the work done in their localities by court appointed people and inmates. The sub-committee suggested changing the wording on the performance report to say "Assign-a-Highway and Similar Programs."

New Business:

Ms. Barnett stated that 194 applications, and 192 performance reports and accounting reports had been received. There are 12 localities that did not apply for the grant. There

are 143 single grant applications and 169 co-ops. Assuming that every local government gets a grant, the smallest grants would be \$945 while the largest grant would be \$110,431.

Mr. Lawhorne from the City of Bedford will contact the Town of Buchanan and ask if he can apply for funding on behalf of the town. If the town agrees and he can get a memorandum of understanding from the town for his records, then the City of Bedford can receive the Town of Buchanan's litter grant funding on their behalf. Mr. Lawhorne will let Ms. Barnett know if she should add the town to the city's application.

Twenty local governments reported collectively unspent grants of \$18,250. Ms. Barnett will deduct the unspent funds from these local governments and reallocate the unspent funds to all of the local governments that applied for a FY 2011 grant.

There were three grant applications that required special consideration of the Board

Gate City – Gate City submitted an application, but did not submit a performance report or an accounting report along with the FY 2011 grant application. Ms. Barnett sent an email to the Town Manager on August 9 explaining what was needed to complete the application, and an acknowledgement from the Town Manager was received via email. Ms. Barnett also called the town. **The Board voted not to award a grant to Gate City.**

Lunenburg – The town lost its administrator and no one in the town received Ms. Barnett's emails about the litter grants. When Ms. Barnett got an email kickback in late June from the town, she called and left a message for the administrative assistant. The administrative was responsive in getting back in touch with Ms. Barnett and sent Ms. Barnett a completed application. **The Board voted to accept the late application from the Town of Lunenburg.**

Pocahontas – The mayor did not want to apply for the grant. There was an election on July 1 and the new mayor wants the grant so Pocahontas applied late. **The Board voted to accept the late application from the Town of Pocahontas.**

There are three governments that received grants last year but did not apply this year and one government that submitted an application, but not a performance and an accounting report because the treasurer was in the hospital. These governments received a letter from Ms. Barnett that stated that if they did not submit an accounting report, that the *Treasurer of Virginia* could take back the funds that were received for Fiscal Year 2010. Ms. Regn will find out if the funding is recalled from those towns if it will go into the litter grant and be available next fiscal year, or if it would go into a general fund for the treasury. If the funds will go into the litter fund, DEQ will recall those grants. If the recalled grants will go into the general treasury, the Fund Board will not request that DEQ recall those grants.

Ms. Barnett contacted the locality with the person in the hospital and they submitted an accounting report and a performance report to close out their file for FY 2010.

Public Comment:

None

Next Board Meeting:

TBA

Adjournment:

Chairman Gallagher adjourned the meeting at 12:10 p.m.

Submitted by: Sheila Barnett

Date: September 24, 2010